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RULES AND REGULATIONS

FOR THE GOVERNMENT OF

THE COUNTY HIGH SCHOOLS

OF ALABAMA

WITH

COURSE OF STUDY

AND

LIST OF TEXT BOOKS

FOR THESE SCHOOLS

ISSUED BY
DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA
JUNE, 1911

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RULES AND REGULATIONS

ADOPTED BY

THE HIGH SCHOOL COMMISSION

FOR THE GOVERNMENT OF THE COUNTY HIGH SCHOOLS OF ALABAMA

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1. The county high school teachers shall be elected by the High School Commission and their salaries shall be fixed by the Commission. The county board of education may nominate the teachers for the county high schools and recommend the salaries to be paid, but if the nominations and recommendations made do not meet with the approval of the High School Commission, said Commission shall act independently of them.

2. The teachers of the county high school shall consist of a principal and two or more assistants.

3. The principal shall be employed for the whole year and his term of service shall begin July 1st and end June 30th of the following year, and he shall be paid by the calendar month. The assistant teachers shall be employed for nine months (36 weeks) and shall be paid by the scholastic month. The salary of each assistant teacher shall begin when the regular session opens.

4. The teacher shall keep an accurate record of the daily recitations and conduct of the pupils, and at the end of each term make a general report of each pupil to the principal, who shall place this report on a general record book which shall be well bound and kept for future reference. The principal shall keep a matriculation book in which shall be placed the names of the pupils as they matriculate, giving the full name, home address, age, and any other desired information.

5. It shall be the duty of the principal on June 30th of each year to make an annual report on blanks furnished by the Department of Education. This report shall be made in duplicate, one copy being sent to the county superintendent and the other to the Superintendent at Montgomery. It shall also be the duty of the principal to

make reports from time to time when called for by the Department of Education.

6. It shall be the duty of the principal and assistants in each county high school to follow faithfully the course of study prescribed by the Superintendent of Education, in accordance with section 1866 of the Code.

This course of study shall be a four year course and shall be based on an elementary course of seven grades or years.

7. If the county board of education deems it expedient to allow the seventh grade to be taught in the county high school building as a preparatory grade to the regular high school course, as outlined by the High School Commission, such may be done, provided all teachers of this grade are elected and their salaries fixed in the same manner as the county high school teachers, and the necessary funds required to maintain this grade, in the way of salaries, incidentals, etc., are provided for by the county board of education and other local authorities; and provided further, the teachers and pupils of this grade shall be under the direct supervision of the principal and governed in accordance with the rules and regulations made by the High School Commission.

8. The county high school shall begin its annual session at such date as may be fixed by the county board of education.

9. The session of the county high schools shall be nine scholastic months (thirty-six weeks). The session is divided into two terms of four and one-half months each, and at the end of each term a general written examination shall be given to the pupils on the branches studied during the preceding term.

10. The holder of an unexpired second grade certificate issued by the State Board of Examiners or a written statement from a teacher who holds a first grade certificate issued by the State Board of Examiners, stating that the holder has taken the elementary course of study as prescribed by the Department of Education in his or her school and has passed a satisfactory examination on these branches through the seventh grade, shall be entitled to entrance in the county high school without further examination. Every applicant who is not eligible to entrance without examination as stated in this rule shall be required by the principal and teachers of the county high school to stand a satisfactory written entrance examination on the branches included in the elementary course of seven years' work. Each applicant shall be required to make not less than 50 per cent. on each elementary branch and his general average shall be not less than 75 per cent.

11. During the vacation period the principal shall canvass the county in the interest of the county high school, or perform any other general school work that may be assigned to him by the high school commission.

12. A pupil living in any county may attend the county high school in another county without any additional charges for tuition, etc., but every pupil in the county high school must present to the principal his receipt at the beginning of each term of the session showing that an incidental fee of $2.50 has been paid to the local treasurer of the high school which he is to attend.

13. Every county high school must have a treasurer who shall be elected as the county high school teachers are elected and who shall reside in the place where the school is located. He shall be elected for a term of three years and shall be required to make a bond of three thousand dollars in a reputable surety company; said bond must be approved by and filed in the office of the Judge of Probate of the county in which the high school is located, and a certified copy of said bond must be filed in the office of the Department of Education at Montgomery. The treasurer shall keep in a well bound book accurate accounts of all of his transactions and shall make such reports as may be required of him by the High School Commission. He shall keep an accurate account of receipts and disbursements of all moneys stating from what source they came and how disbursed, giving receipts and taking proper vouchers.

14. On the last day of each month the principal of the county high school shall deliver to the county high school treasurer a payroll in duplicate showing the amount due each teacher, janitor, and any other persons who have legitimate accounts against the high school. With the exception of the teachers and janitor, all persons shall present to the principal an itemized statement of the account against the school, in duplicate, before the principal shall be required to place the same on a monthly payroll. The county high school principal shall make out the monthly payroll in duplicate and shall be required to make the proper affidavit on the back of each payroll before delivering it to the county high school treasurer.

15. The county high school treasurer must pay every item with a bank check and place the proper check number in the "Check Number" column of both payrolls furnished him each month by the principal. He must make a general report of his receipts and disbursements on the blank form at the bottom of each monthly payroll, and

after properly making the affidavit at the bottom of the payroll sheet he must forward one of the payrolls to the State Superintendent of Education at Montgomery so that it will reach the office within ten days after the payroll is submitted to the treasurer by the principal. The other payroll shall be kept on file in the office of the treasurer and in it shall be placed the cancelled checks paying the various items when these checks are returned to the treasurer.

16. The treasurer must make an annual financial report in duplicate on July 30th of each year. One of the reports shall be filed with the County Superintendent and the other with the State Superintendent of Education at Montgomery.

17. The treasurer shall be paid no salary for his services, but the premium on the surety bond required of him and any incidental expenses connected with his official duties must be paid out of any funds belonging to the high school. Accounts covering such items shall be furnished the county high school principal in accordance with Rule 13 and shall be paid in the regular way.

18. The quarterly State appropriation of $750.00 shall be made payable to the order of the high school treasurer and shall be drawn on July 1, October 1, January 1, and April 1 of each year. The requisition for this appropriation shall be made by the high school treasurer and sent to the State Superintendent in ample time for it to reach him each quarter before the dates mentioned. It shall be the duty of the State Superintendent to receipt the State Auditor for the warrant and to transmit it to the county high school treasurer.

19. Examinations must be held at the close of each term of four and one-half months by the high school teachers and at the close of the session a certificate shall be issued to each pupil who passes a satisfactory examination stating that such pupil has finished the work of a designated year and this certificate shall entitle the pupil to enter upon the work of the year next after that so designated in any county high school in the State.

20. In order to pass a satisfactory examination on a particular branch in the county high school it is necessary for the pupil to make an average of not less than 60 per cent. on a branch in the first year's work, 65 per cent. on a branch in the second year's work, 70 per cent. on a branch in the third year's work, and 75 per cent. on a branch in the fourth year's work. This average shall be secured by averaging the grade made on the final examinations with the daily recitation grades given, the final examination counting one-

third and the daily recitations two-thirds. All examination papers shall be held for reference until January 1st of the succeeding year.

21. The county high school teachers shall hold teachers' meetings twice each month of the scholastic year at which the teachers shall consider all matters tending to promote the progress of the students and the welfare of the school and shall study and discuss the theory and practice of teaching the various high school branches.

22. The High School Commission shall appoint from time to time High School Inspectors, who shall visit the various county high schools of the State and after carefully inspecting them shall make a written report to the Secretary of the High School Commission.

23. The principal of each county high school is hereby authorized to make such rules and regulations which may be necessary to successfully control and discipline the school, provided such rules and regulations shall in no way conflict with the rules and regulations made by the High School Commission.

24. It shall be the duty of the county high school treasurer to see that the county high school property is properly insured at all times. The building and equipment should be insured for their full value, and the premiums to cover the insurance should be paid in the regular way on a monthly pay roll out of any county high school funds. The insurance policies shall be made payable to the High School Commission of Alabama and the county high school treasurer shall be the custodian of the policies.

25. Certificates of graduation shall be issued to all pupils who complete, in a satisfactory manner, the prescribed course of study for the county high schools. The certificates must be purchased from the Marshall & Bruce Company of Nashville, Tennessee, as a contract has been made with this company by the High School Commission to furnish these certificates at a minimum cost. The certificates must be signed by the Governor, the County Superintendent and the Principal of the respective county high schools.

INSTRUCTIONS TO THE
COUNTY HIGH SCHOOL PRINCIPAL
AND
COUNTY HIGH SCHOOL TREASURER

THE PRINCIPAL.

1. The Principal should study the rules and regulations governing the county high schools and comply with them in detail.

2. The county high school pay roll in duplicate should be made out by the principal on the last day of every month in the year, and the pay roll should be dated the last day of the calendar month for which it is made.

3. The Principal is paid by the calendar month and his term of service begins July 1st of each year. The assistants are paid by the scholastic month and their terms begin at the opening of the school term.

4. Opposite the name of each assistant in the County High School between the words "Salary" and "Month," the words "First," "Second," "Third," "Fourth," "Fifth," "Sixth," "Seventh," "Eighth," and "Ninth" should be used in designating the months for which the assistant is paid during the school session.

5. The janitor should be appointed by the Principal and he may be paid by the scholastic month or by the calendar month.

6. If the Principal desires to reimburse himself for incidentals paid by him, he should place his name on the pay roll for the amount and an itemized statement of the incidental account should be attached to the pay roll.

7. When an account against the school is to be paid, the name of the party should be placed on the pay roll for the amount and an itemized statement of the account should be attached to the pay roll. The Principal should make opposite the name of each party rendering the account, a general statement telling the character of the claim.

8. Each pay roll must be totalized and the total should be placed on the bottom line of the pay roll.

9. After properly making out the pay roll in duplicate and making the necessary affidavit on each, the principal should deliver the pay rolls to the county high school treasurer.

THE TREASURER.

1. The Treasurer should read carefully the rules and regulations governing the county high school and comply with them in detail, seeing that each payment is a legal one.

2. All county high school funds, including the State appropriation, town and county appropriations, matriculation, incidental fees, etc., must be placed in the hands of the county high school treasurer.

3. The treasurer should pay out no high school funds for any item until the item has been placed on the regular monthly pay roll and that pay roll has been properly sworn to by the principal.

4. All High School funds should be kept by the Treasurer in a local bank or in the nearest if there is no local bank.

5. All items appearing on the pay roll should be paid by check and each check should be numbered, and the number of the check should be placed opposite the amount in "Check No." column

6. Every county high school treasurer should have a well bound ledger or record book, and he should copy each monthly pay roll in this book showing each item as it appears on the pay roll. He should carefully file each monthly pay roll. Every official letter received by the treasurer, and if practicable, a copy of every official letter written by him, should be filed for future reference.

7. Some time between the 20th and 30th of each month, the Treasurer should have his bank book balanced, and his bank account and school account in the ledger book kept by him, should be balanced at the same time. Checks returned by the bank should be filed in the proper pay roll and these cancelled checks will answer as vouchers.

8. The State Auditor's warrant for $750.00 is sent at the beginning of each quarter and is usable only for meeting liabilities which are made during and after that particular quarter. Deficits which appear at any time must be made up locally in some other way than that of waiting for the receipt of the State's quarterly payment. In other words, these schools must be kept out of debt.

9. The Treasurer shall make a general report of his receipts and disbursements on the blank form at the bottom of each monthly pay roll, and after properly making the affidavit at the bottom of

the pay roll he must forward one of the pay rolls to the State Superintendent of Education at Montgomery so that it will reach the office within ten days after the pay roll is submitted to the treasurer by the principal.

10. It shall be the duty of the County High School Treasurer to see that the County High School property is properly insured at all times. The building and equipment should be insured for their full value and the premiums to cover the insurance should be paid in the regular way on the monthly pay roll out of any County High School funds in the treasury. All insurance policies must be made payable to the High School Commission, and the Treasurer shall be the custodian of the policies.

COURSE OF STUDY

FOR THE

COUNTY HIGH SCHOOLS OF ALABAMA

(Based on elementary course of seven grades or years.)

FIRST YEAR.

	No. of recitation periods per week.
ENGLISH—Grammar reviewed, Rhetoric and Composition and Classics	5
MATHEMATICS—Arithmetic reviewed, two recitations per week in first half year and one recitation per week last half year. Algebra, three recitations per week first half year and four recitations per week last half year	5
HISTORY—English	3
SPELLING—Common Words Commonly Misspelled; two recitations per week, no credit given.	
SCIENCE—Physical Geography, three periods per week for first half year, and three periods per week for second half year until March when Agriculture is taken up	3
Agriculture, three periods per week during March, April and May.	
MANUAL TRAINING AND DRAWING—Geometrical Drawing	2
ELECTIVE—Latin or German	5
LATIN—First Year	5
GERMAN—Grammar and Composition, easy reading	5
SCHOOL GARDEN WORK—(Duggar's Agriculture as a basis.)	
Required periods	23

SECOND YEAR.

ENGLISH—Rhetoric and Composition, and Classics	5
MATHEMATICS—Plane Geometry	5
HISTORY—Ancient	3
SCIENCE—Biology, three periods per week during first half year; Botany, three periods per week during last half year; Agriculture one period per week during whole year	4

	No. of recitation periods per week.
MANUAL TRAINING AND DRAWING—Mechanical Drawing or Linear Drawing	2
ELECTIVE—(One of the following)	5
LATIN—Caesar, four books; Grammar and Prose Composition	5
GERMAN—Grammar and Composition, reading of intermediate texts	5
COMMERCIAL ARITHMETIC	5
SCHOOL GARDEN WORK.	
Required periods	24

THIRD YEAR.

ENGLISH—History of English Literature. Composition and Classics	5
MATHEMATICS—Advanced Algebra	5
HISTORY—Mediaeval and Modern	3
ELECTIVE—(Two of the following)	10
LATIN—Cicero, six orations; or Cicero's Letters and four orations. Grammar	5
FRENCH—Grammar and Composition, reading of easy texts	5
GERMAN—Same as in first year	5
BOOKKEEPING	5
PHYSICS AND AGRICULTURE—Physics four periods per week, and Agriculture two periods per week during entire year	5
SCHOOL GARDEN WORK.	
Required periods	23

FOURTH YEAR.

ENGLISH—American Literature. Composition and Classics and Advanced Grammar	5
MATHEMATICS—Solid Geometry, first half year; Arithmetic, second half year	5
HISTORY—United States History and Civics, Alabama History	4
ELECTIVE—(Two of the following)	10
SCIENCE—Chemistry and Agriculture. (Chemistry 5 periods per week during first half year and three periods per week dur-	

	No. of recitation periods per week.
ing second half year; Agriculture two periods per week during second half year)	5
LATIN—Vergil, six books; or 1500 lines of Ovid's Metamorphoses and four books of Vergil	5
FRENCH—Grammar and Composition, reading of intermediate texts	5
GERMAN—Same as in second year	5
BOOKKEEPING AND COMMERCIAL LAW	5
SCHOOL GARDEN WORK.	
Required periods	24

Note—If a foreign language (Latin, French or German) is elected it must be pursued consecutively *at least two years*. Standard colleges will give no credit for one year courses in these languages. It is advisable that Latin, when once begun, be pursued during the entire four years.

Text book work in Biology, Physics and Chemistry must be supplemented by laboratory experiments performed by the pupils. Each pupil will be required to keep a record of his laboratory work in a note book and submit it to the High School Inspectors for examination whenever called upon.

School Garden Work is a part of the course in Agriculture. The length of the recitation period must be not less than forty minutes and not over forty-five minutes.

A certificate indicating the units or subjects completed will be granted at the close of the first, second and third years. A diploma will be given upon the completion of the fourth year.

The number of elective courses offered in each year will be determined by the teaching force. Schools having only three teachers cannot offer as many elective studies as schools in which four or more teachers are employed.

A High School unit is defined as a subject which has been pursued successfully during a school year of thirty-six weeks, five recitation periods per week, the periods being not less than forty minutes in length. For instance, Biology in the second year is counted as three-fifths of a unit. Two periods of laboratory work are equivalent to one recitation period in counting units.

The adopted text books are to be kept on hand in the local depositaries established for public school books.

Principals are expected to notify Loveman, Joseph & Loeb, Birmingham, the State depositary, as to the probable number needed in each class. This notice should be given as far in advance as practicable so as to insure the students against loss of time through failure to provide books.

Publishers who decline or fail to co-operate in this method of keeping their books available to students in each locality where a county high school is located will soon find their books displaced by the adoption of others. No student is to be charged more than the publisher's price fixed for each book. Principals are requested to keep a close watch on the purchase of books by students to the end that they may be fully protected, both in the price charged and in the supply kept at the local depositary. Causes for complaint should be set forth at length in a communication addressed to the State Superintendent of Education.

LIST OF TEXT BOOKS

FOR

COUNTY HIGH SCHOOLS

FIRST YEAR.

ENGLISH—Prince's Practical English Grammar_____Ginn & Co.
Brooks and Hubbard's Rhetoric and Composition_American Book Co.
Eclectic and Gateway Series of Eng. Classics__American Book Co.
The Silver Series of Classics_____Silver, Burdett & Co.
Standard English Classics _____Ginn & Co.
Pocket Classics _____The MacMillan Co.
ARITHMETIC—Colaw and Elwood's Advanced____B. F. Johnson Pub. Co.
PHYSICAL GEOGRAPHY—Maury-Symonds _____American Book Co.
ALGEBRA—Hawkes, Luby and Touton's First Course in Algebra
_____Ginn & Co.
LATIN—Bennett's First Year Latin_____Allyn & Bacon.
HISTORY—Montgomery's English History_____Ginn & Co.
SPELLING—Common Words Commonly Misspelled_B. F. Johnson Pub. Co.
GEOMETRICAL DRAWING—Kitchner's Geometrical Note Book
_____The MacMillan Co.
GERMAN—Kayser and Monteser's Foundation of German_Amer. Book Co.
Kern's German Stories Retold_____American Book Co.
AGRICULTURE—Duggar's Agriculture _____The MacMillan Co.

SECOND YEAR.

ENGLISH—Brooks and Hubbard's Rhetoric and Composition
_____American Book Co.
Eclectic and Gateway Series of English Classics____Amer. Book Co.
The Silver Series of Classics_____Silver, Burdett & Co.
Standard English Classics_____Ginn & Co.
Pocket Classics _____The MacMillan Co.
GEOMETRY—Wentworth-Smith's Plane Geometry_____Ginn & Co.
HISTORY—Myers' Short History of Ancient Times_____Ginn & Co.
BIOLOGY—Bailey & Coleman's Biology_____The MacMillan Co.
DRAWING—Davidson's Linear Drawing_____Hinds, Noble & Eldredge.

BOTANY—Bergen's Elements of Botany Revised_____Ginn & Co.
LATIN—Bennett's Caesar's Gallic War_____Allyn & Bacon.
Bennett's Preparatory Latin Writer_____Allyn & Bacon.
Bennett's Latin Grammar_____Allyn & Bacon.
GERMAN—Lutz Elementary German Reader_____Silver, Burdett & Co.
COMMERCIAL ARITHMETIC—Moore's New Commercial_Amer. Book Co.
Agriculture—Duggar's Field crops_____The MacMillan Co.

THIRD YEAR.

ENGLISH—Halleck's History of English Literature____American Book Co.
Wooley's Handbook of English Composition____D. C. Heath & Co.
Eclectic and Gateway Series of English Classics____Amer. Book Co.
The Silver Series of Classics_____Silver, Burdett & Co.
Standard English Classics _____Ginn & Co.
Pocket Classics _____The MacMillan Co.
ALGEBRA—Hawkes, Luby and Touton's Second Course in Algebra_____Ginn & Co.
PHYSICS—Higgin's Physics _____Ginn & Co.
Higgin's Experiments in Physics_____Ginn & Co.
LATIN—Bennett's Cicero _____Allyn & Bacon.
Bennett's Latin Grammar _____Allyn & Bacon.
Bennett's Latin Composition (optional)_____Allyn & Bacon.
FRENCH—Francois' Beginners' French _____American Book Co.
Une Semane a Paris_____American Book Co.
Trois Contes Choisis_____American Book Co.
HISTORY—West's Modern History _____Allyn & Bacon.
COMMERCIAL GEOGRAPHY—Redway's Commercial Geography _____Chas. Scribner's Sons.
BOOKKEEPING—Office Methods and Practical Bookkeeping, complete system _____Powers & Lyons.
AGRICULTURE—Goff's Symposium of Horticulture_____ ____ _____University Co-operative Co., Madison, Wis.

FOURTH YEAR.

ENGLISH—Simond's History of American Literature_____ _____Houghton, Mifflin & Co.
Reed and Kellogg's Higher Lessons in Eng.__Chas. E. Merrill Co.
Eclectic and Gateway Series of English Classics__Amer. Book Co.
The Silver Series of Classics_____Silver, Burdett & Co.
Standard English Classics_____Ginn & Co.
Pocket Classics _____The MacMillan Co.

LIBRARY OF CONGRESS
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GEOMETRY—Wentworth-Smith's Solid Geometry ----------Ginn & Co.
ARITHMETIC—Sensenig and Anderson's Complete Arithmetic
----------Silver, Burdett & Co.
HISTORY—Adams and Trent's U. S. History----------Allyn & Bacon.
CIVICS—James and Sanborn's Government in State and Nation
----------Chas. Scribner's Sons.
LATIN—Bennett's Vergil ----------Allyn & Bacon.
Bennett's Latin Grammar----------Allyn & Bacon.
COMMERCIAL LAW—White's Business Law------Silver, Burdett & Co.
FRENCH—Douay's French Reader ----------Silver, Burdett & Co.
Fasnacht's French Grammar----------The MacMillan Co.
L'Abbe Constantin, LaMare au Diable----------D. C. Heath & Co.
BOOKKEEPING—Office Methods and Practical Bookkeeping,
Complete System ----------Powers & Lyons.
CHEMISTRY—Smiths' Essentials of Chemistry------Benj. Sanborn & Co.
AGRICULTURE—Snyder's Chemistry of Soils and Fertilizers
----------The MacMillan Co.

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